

**100% PHOTO ID CHECK  
TO ENTER THE BUILDING**  
Hours of Operation:  
8:30 am - 4:00 pm



**4049 SOUTH CAPITOL ST., SW  
WASHINGTON, DC 20032  
202-645-4000  
www.dcnetworks.org**

**Walk In Services  
Tuesday and Thursday, 9:00 am - 11:30 am**

**SEPTEMBER 2012**

**Unemployment Compensation  
Daily, 9:00 am - 3:00 pm**

| <b>Mon</b>   | <b>Tue</b>   | <b>Wed</b>  | <b>Thu</b>   | <b>Fri</b>   |
|--|--|---|--|--|
| <p><b>The CASAS Exam</b><br/>Is Available at CCSE,<br/>Room 248<br/>3720 Martin Luther King<br/>Avenue, SE<br/><br/>Customers must obtain a<br/>Referral From an<br/>Employment Specialist</p> |  |   |  |  |
| <p>3<br/><br/><b>Labor Day<br/>Observed</b><br/><br/><b>Center Closed</b></p>  | <p>4<br/><br/><b>General Orientation and<br/>Training Information Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30am -12:30 pm</p>                               | <p>5<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm</p>  | <p>6<br/><br/><b>General Orientation and<br/>Training Information<br/>Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30 am -12:30 pm</p>  | <p>7<br/><br/><b>CASAS Exam</b><br/>Available at CCSE<br/>10:00 am-2:00 pm, Room<br/>248<br/><br/><b>CVS Pharmacy Training</b><br/>10:00 am—2:00 pm</p>  |
| <p>10<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm<br/><br/><b>CVS New Colleague<br/>Orientation</b><br/>9:00 am—5:00 pm</p>                  | <p>11<br/><br/><b>General Orientation and<br/>Training Information Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30 am -12:30 pm</p>                             | <p>12<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm</p> | <p>13<br/><br/><b>General Orientation and<br/>Training Information<br/>Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30 am -12:30 pm</p> | <p>14<br/><br/><b>CVS Pharmacy Training</b><br/>10:00 am—2:00 pm</p>   |
| <p>17<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm</p>  | <p>18<br/><br/><b>General Orientation and<br/>Training Information Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30 am -12:30 pm</p>                             | <p>19<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm</p> | <p>20<br/><br/><b>General Orientation and<br/>Training Information<br/>Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30 am -12:30 pm</p> | <p>21<br/><br/><b>CASAS Exam</b><br/>Available at CCSE<br/>10:00 am-2:00 pm, Room<br/>248<br/><br/><b>CVS Pharmacy Training</b><br/>10:00 am—2:00 pm</p> |
| <p>24<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm</p>  | <p>25<br/><br/><b>General Orientation and<br/>Training Information Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Bank on Your Money<br/>Financial Literacy Workshop</b><br/>10:30 am -12:00 Noon</p> | <p>26<br/><br/><b>Unemployment Claims<br/>Assistance,<br/>Monday - Friday</b><br/>9:00 am - 3:00 pm</p> | <p>27<br/><br/><b>General Orientation and<br/>Training Information Workshop</b><br/>9:00am- 10:00 am<br/><br/><b>Resume Building Workshop</b><br/>10:30 am -12:30 pm</p>     | <p>28<br/><br/><b>CVS Pharmacy Training</b><br/>10:00 am—2:00 pm</p>   |

## **Calendar Schedules Are Subject To Change**

### **Attendance Policy**

#### **FIRST COME, FIRST SERVE SEATING.**

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/orientations times are subject to change without prior notice. **Seating capacity strictly enforced.**

### **Inclement Weather Policy**

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 645-4000.**

### **General Orientation and Training Information Workshop**

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of various occupational training opportunities available and reviews the training applicant process.

### **CASAS– Comprehensive Adult Student Assessment System/ Pre-GED Assessment**

Is an adult basic tool utilized to determine the academic reading and math comprehension level of the learner. You must be referred by your assigned Employment Specialist for the CASAS Assessment.

### **Resume Building 100 Workshop**

**Resume 100** workshop focuses on the elements of building a professional resume and will discuss the 3 Main Resume Types while providing the basic steps of preparing and building a resume using DCNetworks.org. **Seating Capacity 10**

**Resume 200** workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries.

**Seating Capacity 10**

### **Bank on Your Money, from Bank on DC , A Financial Literacy Workshop**

A Financial Literacy Workshop, "The "Bank on Your Money" classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money. (This workshop is not being offered in June 2012, but will resume in July, 2012).

### **Unemployment Insurance Benefits Services**

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim.

**REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.**

**You can register at [www.dcnetworks.org](http://www.dcnetworks.org)**